

## R10 InfoPage

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## Q&D - Office of Environmental Assessment - Environmental Chemistry Group - Records Disposition Schedules

RECORD SERIES DESCRIPTION	DISPOSITION	NARA #
<p>Link to the common</p> <p><b>Housekeeping Schedules</b></p> <p>not included in this table</p>	<p>Link to your full printable</p> <p>OEA - ECG</p> <p><b>File Plan Spreadsheet</b></p>	
<p><b>CLP ANALYTICAL RESULTS DATA BASE (CARD):</b> CARD tracks and monitors Contract Laboratory Program (CLP) analytical services as reported by CLP laboratories. The system provides inspections of deliverables from laboratory contractors (contract compliance screening - CCS), supports methods and QA requirements development, and serves as a comprehensive data base of results (e.g., QA/QC result studies). It also includes analytical analyses such as identification and concentration values for each hazardous substance found in each sample taken at Superfund sites, pertinent physical descriptions such as sample matrix and weight or volume, and trend analysis for methods development and refinement. Currently, the data base is being expanded to include similar information from new services such as Low Concentration Organic and Inorganic and Quick Turnaround Method (QTM) analyses. System discontinued in 1999.</p> <p><b>Item a:</b> Electronic software programs <b>Item b:</b> Input <b>Item c:</b> Electronic data <b>Item d:</b> Output and reports <b>Item e:</b> Supporting documentation</p> <p><b>Function:</b> 108-024-01 064</p>	<p><b>Item a: Disposable</b> Delete when superseded by routine software updates.</p> <p><b>Item b: Varies</b> Follow instructions for the related records. For input systems, follow disposition instructions for EPA 171 - Input and Source Records.</p> <p><b>Item c: Permanent</b> In 1996, transfer to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time. Thereafter, transfer each major version change the year when the version is superseded or discontinued.</p> <p><b>Item d: Varies</b> File with related records and follow instructions for the related records.</p> <p><b>Item e: Permanent</b> In 1996, transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time. Subsequent transfer of documentation will occur with the transfer of the electronic data (item c) the year when the version is superseded or discontinued.</p>	<p>N1-412-94-3/12</p> <p><b>Status:</b> Removed, 07/31/2008</p>
<p><b>CONTRACT MANAGEMENT RECORDS:</b> Contract records include all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC). Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful bids and proposals not filed with the related contract case files scheduled as EPA 275.</p>	<p><b>Item b: Disposable</b> Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p> <p><b>Item c: Disposable</b> Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p>	<p>N1-412-06-6/5</p> <p><b>Status:</b> Final, 10/31/2008</p>

Formerly called Project Officer (PO)  <b>Item c:</b> Other Contracting Officer's Representative (COR) Includes Delivery Order CORs, Simplified Acquisition CORs, Task Order CORs, and Work Assignment CORs. Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)  <b>Function:</b> 405 202		
<b>CONTROLLED &amp; MAJOR CORRESPONDENCE:</b> Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence. <b>Item b:</b> Other federal employees  <b>Function:</b> 404-141-02-01141	<b>Item b: Disposable</b> Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-06-10  <b>Status:</b> Final, 2/28/2011
<b>Health &amp; Safety Schedules</b>		
<b>INFORMATION TRACKING SYSTEMS:</b> Consists of a broad range of paper and electronic systems used to track the processing of permits, applications, reports, approvals, and other actions relating to records that are disposable under NARA's General Records Schedules or an approved Agency records schedule.  <b>Item a:</b> Record copy  <b>Function:</b> 305-109 089	<b>Item a: Disposable</b> Delete when 2 years old, or 2 years after the date of the last entry; whichever is applicable.	GRS 23/8  <b>Status:</b> Final, 3/31/2014
<b>INPUT AND SOURCE RECORDS - NONELECTRONIC:</b> This item covers input and source records used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. <b>Item a(1):</b> Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).  <b>Item a(2):</b> Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).  <b>Item a(3):</b> Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations) Includes such records as hard copy forms used for data input as well as hard copy documents that are	<b>Item a(1): Permanent</b> Transfer to NARA in accordance with previously approved schedule. <b>Item a(2): Permanent</b> Transfer to NARA in accordance with previously approved schedule. <b>Item a(3): Varies</b> Apply previously approved schedule. <b>Item a(4): Disposable</b> Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later.  <b>Item b: Disposable</b> Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.  <b>Item c: Disposable</b> Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.	GRS 20/2  <b>Status:</b> Final, 04/30/2008

<p><b>Item a(4):</b> Hard copy documents other than those covered by items a(1) - a(3) above</p> <p><b>Item b:</b> Electronic records entered into the system during an update process, and not required for audit and legal purposes Excludes electronic records as noted in item c.</p> <p><b>Item c:</b> Electronic records received from another agency and used as input/source records by the receiving agency Excludes records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.</p> <p><b>Item d:</b> Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database</p>		
<p><b>Function:</b> 404-142-01 171</p> <p><b>PROPERTY SAFETY INSPECTIONS:</b> Contains safety inspection records for all EPA real and personal property. <b>Item a:</b> Record copy <b>Function:</b> 401-119-03 581</p>	<p><b>Item a: Disposable</b> Close inactive records when related property is disposed of by EPA. Destroy immediately after file closure.</p>	<p>N1-412-07-63/2</p> <p><b>Status:</b> Final 3/31/2009</p>
<p><b>PROTECTIVE AND PREVENTIVE MEASURES REPORTS FILES:</b> Contains reports of surveys and inspections of government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents. <b>Item a:</b> Record copy <b>Function:</b> 401-119-03 582</p>	<p><b>Item a: Disposable</b> Close inactive records at end of year. Destroy 5 years after file closure.</p>	<p>N1-412-07-63/3</p> <p><b>Status:</b> Final, 03/31/2009</p>
<p><b>RESPONSE TO AUDIT, EVALUATION, AND INVESTIGATION:</b> Includes records used to document and track the Agency's response to audit, evaluation, and investigation processes conducted internally (e.g., by Inspector General (IG)), or externally (e.g., by Government Accountability Office (GAO)). Audits and evaluations may be initiated by EPA, by an outside agency with oversight over EPA, or requested by Congress. Records relating to these special projects include controlled and follow-through correspondence, conference materials, issue and position papers, responses, work plans, studies, corrective actions, tracking/milestones and related records. Records related to the Federal Managers Financial Integrity Act (FMFIA) include: documentation of internal control objectives and techniques, work plans, status reports on conduct of internal control reviews, correction of reported material weaknesses, and related materials such as corrective action strategy, audit follow-up, annual assurance letter, and internal control review reports and supporting documentation. <b>Item a:</b> Record copy <b>Function:</b> 301-091 082</p>	<p><b>Item a: Disposable</b> Close inactive records when corrective action is complete. Destroy 10 years after file closure.</p>	<p>N1-412-07-1/2</p> <p><b>Status:</b> Final, 04/30/2008</p>
<p><b>SAMPLING AND ANALYTICAL DATA FILES:</b> Records relate to chemical analysis services</p>	<p><b>Item a: Disposable</b></p>	<p>N1-412-07-22/1</p>

<p>sample results in the form of current files, purge files, and Sample Management Office (SMO) files. Regional lab records include in-house sampling. Supporting documentation includes document inventory form, data summaries, field sheets, chain of custody, data reports, analyst log books, sample logbooks, data sheets, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) and Special Analytical Services (SAS). Excludes: Superfund site-specific sampling and analytical data files scheduled as EPA 018.</p> <p><b>Item a:</b> Record copy</p>		
<p><b>Function:</b> 108-025 223</p>		
<p><b>SAMPLING &amp; ANALYTICAL DATA FILES - SUPERFUND SITE SPECIFIC:</b> Records relate to chemical analysis services performed to support Superfund remedial and removal site-specific activities. Comprised of records created by laboratories, including through the Contract Laboratory Program (CLP). Contains sample results and supporting documentation including document inventory forms, data summaries, field sheets, chain of custody forms, data sheets and reports, analyst log books, sample logbooks, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) Sample Preparation (RAS), and Special Analytical Services (SAS).</p> <p><b>Item a:</b> Current files  <b>Item b:</b> Purge files  <b>Item c:</b> HQ and Sample Management Office (SMO) files  <b>Item d:</b> EMSL/LV lab performance evaluation files  <b>Item e:</b> Regional lab records that include in-house sampling.</p>	<p><b>Item a: Disposable</b>  Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set.  Destroy when all cost recovery actions have been completed, or 30 years after file closure, whichever is sooner.</p> <p><b>Item b: Disposable</b>  Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set are completed.  Destroy 30 years after file closure.</p> <p><b>Item c: Disposable</b>  Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set.  Destroy 30 years after file closure.</p> <p><b>Item d: Disposable</b>  Close inactive records upon completion of lab performance evaluation.  Destroy 6 months after file closure.</p> <p><b>Item e: Disposable</b>  Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set.  Destroy when all cost recovery actions have been completed, or 30 years after file closure, whichever is sooner.</p>	<p>N1-412-06-15</p> <p><b>Status:</b> Final, 2/28/2010</p>
<p><b>STATE AND OTHER ENTITY RELATIONS AND OVERSIGHT FILES:</b> Contains records used to oversee programs operated in lieu of a federal program by states and other entities. Includes reports, inspections, inventories, correspondence, program reviews, and corrective actions.</p> <p><b>Item a:</b> Record copy</p>	<p><b>Item a: Disposable</b>  Close inactive records at end of year.  Destroy 10 years after file closure.</p>	<p>N1-412-07-1/9</p> <p><b>Status:</b> Final, 03/30/2007</p>
<p><b>Function:</b> 301-093 203</p>	<p><b>Item a: Disposable</b></p>	

service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. <b>Item a:</b> Areas under maximum security <b>Item b:</b> Other areas  <b>Function:</b> 401-121 617	<b>Item b:Disposable</b> Destroy 2 years after final entry or 2 years after date of document, as appropriate.	02/21/2007
<b>EPA NON-RECORDS:</b> Consists of nonrecord copies. Nonrecord materials are those Agency-owned informational materials that do not meet the statutory definition of records in 44 U.S.C. Section 3301 or that have been excluded from coverage by that definition. Examples of Non-Records: Technical Reference Materials, News Clippings, Convenience Copies, Stocks of Forms, Publications, and Processed Documents, Materials Not Appropriate for Preservation, Library or Museum Materials, Working Papers and Drafts.  <b>Function:</b> 0 008	<b>Item a:Disposable</b> Close when obsolete, superseded or no longer needed for reference.  Destroy immediately after file closure.	<b>NOT APPLICABLE</b>  <b>Status:</b> Final, 02/12/2007

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